



DEPARTMENT OF THE NAVY
NAVAL SCHOOL OF HEALTH SCIENCES
BETHESDA, MARYLAND 20889-5611

IN REPLY REFER TO:

NSHSBETHINST 5750.12E

00Q

SEP 2 1996

NSHS BETHESDA INSTRUCTION 5750.12E

From: Commanding Officer

Subj: COMMAND HISTORIES

Ref: (a) OPNAVINST 5750.12E

Encl: (1) Sample History Report Format
(2) Flow Chart

1. **Purpose.** To provide policy for ensuring the compilation and preservation of significant information concerning the activities of the Naval School of Health Sciences (NSHS), Bethesda. To promulgate policy for the designation of a command historian, and to provide guidance for the collection and submission of the command history.

2. **Cancellation.** NSHSBETHINST 5750.12D

3. **Background.** Reference (a) requires that Naval activities submit annual command histories and provide guidance on content, format and submission requirements. Command histories are the only overall accounts of a command's activities and achievements preserved for future use. They are maintained in the Navy's permanent records, indexed and made accessible to authorized users. Detailed histories from Naval commands serve the dual purpose of providing input for the Navy's various historical programs and supporting the recurring informational needs of various headquarters activities.

4. **Command Historian.** The Management Analyst is appointed as Command Historian for the Naval School of Health Sciences, Bethesda.

5. **Preparation.** The NSHS command history is based on the requirements of reference (a). Specific guidelines for the preparation of the command history report (enclosure (1)) are stated below.

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a. **Format**. The final command history will consist of the command report (enclosure (1)), followed sequentially by each Directorate or Department reports. Every section and subsection title that appears in enclosure (1) must appear on all reports with the applicable history or an appropriate statement indicating that there is no change, that there is nothing to report, or that the data is reported elsewhere or other explanatory remarks.

b. **Content**. There are four parts to the command history, (1) Basic Historical Narrative, (2) Chronological History, (3) Special Topics, and (4) Supporting Documents. The Basic Historical Narrative section will describe the command's/Directorate's mission, organization, and how the mission was implemented during the last year. The Chronological History section provides a chronological history of significant events. The Special Topics section will include statistics on major command/directorate functions or significant events. The Supporting Documents section is used only to attach significant existing data to support or explain other sections in more detail. The focus of the command history should be on those activities that are related to the primary mission.

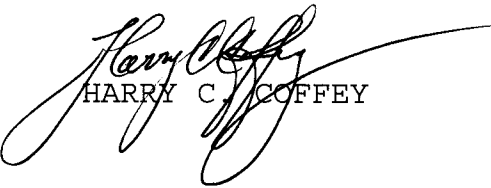
6. **Responsibilities**

a. The Command Historian shall consolidate historical reports from NSHS Directorates into a composite command history. This history will be completed and forwarded to the Director of Naval History (Code N-09BH) by 1 March of each year, with an information copy to the Chief, Bureau of Medicine and Surgery (MED-00P).

b. NSHS Directors shall forward historical reports to the Management Analyst for inclusion in the command history. Submissions will be completed and forwarded no later than 30 January of each year.

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7. **Action**. The Naval School of Health Sciences, Bethesda shall adhere to the guidance and procedures detailed in this instruction.



HARRY C. COFFEY

Distribution:

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AREA OF RESPONSIBILITY

1 January 199X - 31 December 199X

BASIC HISTORICAL NARRATIVE

(AREA OF RESPONSIBILITY) History

(Basic Mission/Function Statement)

(AREA OF RESPONSIBILITY) Organization

(Position/Functional Title)	Name
	Date Reported - End of Reporting Period or Detachment Date

(Position/Functional Title)	Name
	Date Reported - End of Reporting Period or Detachment Date

(Position/Functional Title)	Name
	Date Reported - End of Reporting Period or Detachment Date

(Position/Functional Title)	Name
	Date Reported - End of Reporting Period or Detachment Date

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	Date Reported - End of Reporting Period or Detachment Date

(Position/Functional Title)	Name
	Date Reported - End of Reporting Period or Detachment Date

(Position/Functional Title)	Name
	Date Reported - End of Reporting Period or Detachment Date

The following items should be included:

Enclosure (1)

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Change in location: Report any change in location during the reporting period or indicate there were no changes.

Narrative Summary: The summary section will describe mission accomplishments during the reporting period. This is a major part of the narrative and should fully explain those events, developments and operations that relate to the primary work/mission of the activity.

This information may be related here or submitted as part of the Chronological History Section with each individual event where needed.

The summary section may also be used to explain a series of similar entries that appear in the Chronological History Section. If no summary section is reported here, insert the word "none" or other explanation.

CHRONOLOGICAL HISTORY

- 1 Jan 94 A Chronological History section of **significant** events should be displayed as shown here or chronologically by subject. Each event should be clearly explained so that an outside reader would fully understand what was done or what happened. This will require a brief discussion or summary for some events.
- 10 Apr 94 Use only one date at the left margin. Thus, if you are reporting an event such as a conference that occurred during the period 1 April through 10 April use either the first or last date and relate, for example, that "Staff conference which convened on 1 April ended. During the conference it was decided that"
- 12 Aug 94 Reportable historical events are at the discretion of the reporting Director concerned. It may be difficult to present a comprehensive history without reporting too much, but the challenge is there and much useful data can and does emerge. Please be aware that the final Command History will reflect the information deemed necessary by the Commanding Officer and may not include all submitted information, however, good histories are many times useful to the originator within a year of submission.

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SPECIAL TOPICS

The Special Topics section may consist of the following information (do not repeat information listed in the Historical Narrative or in the Supporting Documents portions of this report):

Statistics on major Command, Directorate functions, such as volume of logistical support, maintenance work, training, budgetary and financial data, or recruiting.

Number of military and civilian personnel on board.

Major Command, Directorate problems faced during the year.

Major facility developments, including new construction, major renovations and base right agreements.

Major accidents or casualties.

Storage or disposal of hazardous waste.

Community relations, including disaster relief.

Records set or other unique and unusual events.

Please include in this section information on awards, citations, sailor(s) of the quarter and year selectees, and number of personnel onboard. This will be consolidated by the Command Historian and included in the command's final report.

SUPPORTING DOCUMENTS

These are copies of documents already prepared by the Command, Directorate. They are easy to assemble and are a valuable part of the history. It is not necessary to repeat basic information from these documents elsewhere in the history. Examples include:

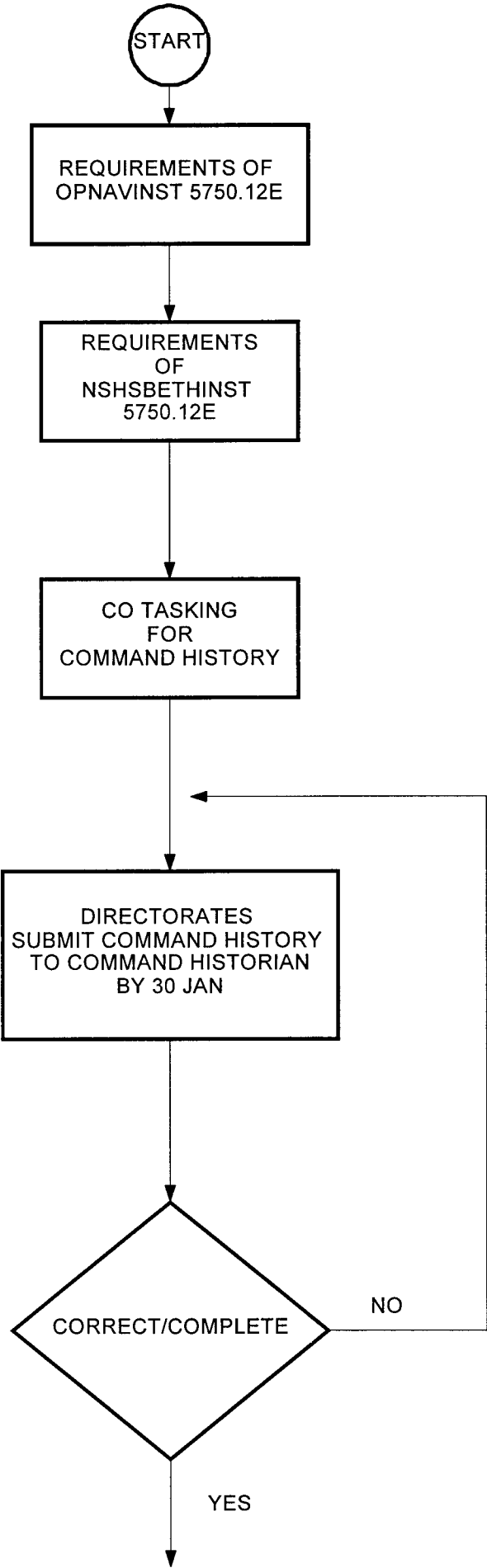
Annual, operational, administrative, technical, or scientific reports, prepared to meet other requirements that give an overview of mission accomplishment.

Biography and photograph of Directorate.

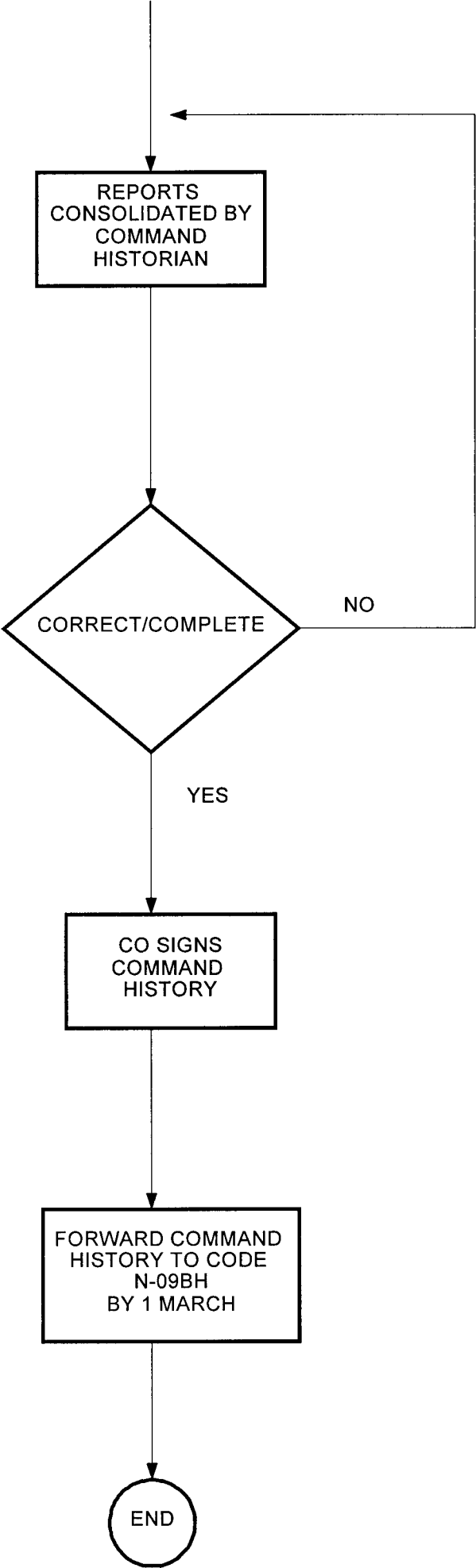
Staff directory and/or organizational chart.

COMMAND HISTORY

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Enclosure (2)